

DISLOCATED WORKER SERVICES	
ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
A.1 Has been terminated or laid off, or has received a notice of termination or layoff, from employment; and	<ol style="list-style-type: none"> 1. Documentation from employer, including telephone verification of employment and layoff status 2. Unemployment Insurance Records
A.2. Is eligible for or must have exhausted entitlement to unemployment compensation; or	<ol style="list-style-type: none"> 1. Individual Unemployment. Insurance Records 2. Profiled Client/Referral Form
Has been-employed for a sufficient duration to demonstrate attachment to the work force, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and	<ol style="list-style-type: none"> 1. Pay stubs 2. Letter from company 3. Notice of Ineligibility from Unemployment Insurance (UI) Records 4. W2 records 5. Tax Returns
A.3. Is unlikely that the individual will return to His/her previous industry or occupation.	Is determined in local policy (need documentation in the file so indicating)
B.1. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; or	<ol style="list-style-type: none"> 1. Letter from company (must list client) 2. WARN Notice with recent pay stub 3. Documentation from employer, including telephone verification of employment and layoff status 4. Unemployment Insurance records
B.2. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or.	<ol style="list-style-type: none"> 1. Letter from company 2. Newspaper article with recent pay stub 3. WARN Notice with recent pay stub 4. Documentation from employer, including telephone verification of employment and layoff status 5. Unemployment Insurance records
B. 3. For purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.	<ol style="list-style-type: none"> 1. Letter from company 2. Newspaper article with recent pay stub 3. WARN Notice with recent pay stub
C. Self Employed Status	<ol style="list-style-type: none"> 1. Records of business closure 2. Tax returns 3. Business license 4. News article on the state of the local economy - or natural disaster
D. Displaced Homemaker	<ol style="list-style-type: none"> 1. Tax returns 2. Social Security documents 3. Death notice and/or certificate 4. Divorce decree 5. Public assistance records/UI records 6. Legal Papers Documenting that the Individual Filed for Divorce

INTENSIVE SERVICES Adult, Youth and Dislocated Worker Services	
ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
Citizen/Eligible to Work	1. Birth Certificate 2. Alien Registration Card [INS Forms 1-151, 1-551, and 1-94, I-688A, 1-197; 1-179) 3. U.S. Passport 4. 1-9 5. Public Assistance Records 6. DD-214, Report of Transfer or Discharge (If Place of Birth is Shown) 7. Food Stamp Records 8. Foreign Passport Stamped Eligible to Work 9. Hospital Record of Birth 10. Native American Tribal Document 11. Naturalization Certification 12. Baptismal Record With Place of Birth
Selective Service	1. Acknowledgement letter 2. Contact the Selective Service at 708/688-6888 or through Web Site 3. DD-214, Report of Transfer or Discharge 4. Local/State Registration Process 5. Selective Service Advisory Opinion Letter 6. Selective Service Registration Card 7. Selective Service Registration Record (Form 3A.) 8. Selective Service Verification Form 9. Stamped Post Office Receipt of Registration
Social Security Number	1. DD-214, Report of Transfer or Discharge 2. Unemployment Insurance Wage Records 3.. Employment ReC9fds 4. IRS Form Letter 1722 5. Letter from Social Services Agency 6. Pay Stub 7. Social Security Benefits 8. Social Security Card 9. W-2 Form 10. Self-Verification
Birth Date/Age (Required only for Adult and Youth)	1. Baptismal Record 2. Birth Certificate 3. DD-214, Report of Transfer or Discharge Paper 4. Driver's License 5. Federal, State or Local government Identification Card 6. Hospital Record of Birth 7. Passport 8. Public Assistance/Social Service Records 9. School Records/Identification Card 10. Work Permit